



*The tenth annual*  
**JERSEY  
ENTERPRISE  
AWARDS**



# **ENTRY FORM**

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Please tick the category  
you are entering



*NatWest Small Business Award*  
(For companies with 5 or fewer full-time personnel)



*Altis Medium Business Award*  
(For companies with 6-30 full-time personnel)



*Credit Suisse Large Business Award*  
(For companies with more than 30 full-time personnel)



*Overall winner of the above awards will receive the  
Jersey Telecom Overall Business of the Year Award*  
All entries will be treated in the strictest of commercial confidence

Company Name:

Contact Name:

Company Address:

Company web Address:

Tel No:

Fax No:

Email:

Number of full-time personnel on 24 November 2011:

If you have any question about your submission please do not hesitate to contact Jersey Enterprise 448140. The entry guidelines will help you prepare your submission so please do spend time reading these before preparing your submission

*In this section please provide 50 word company profile. The wording supplied will be used in all marketing and promoting materials during the 2011 Jersey Enterprise Awards:*



*The gala presentation evening takes place on Friday 2nd March 2012*  
We recommend you book your table as early as possible to avoid disappointment.

*To book your table*  
Please contact Christine Holmes on:: 07797 725019 or [cholmes@profilepm.com](mailto:cholmes@profilepm.com)

*These notes have been drafted to help you prepare your entry. Please consider them carefully before and during the drafting of your entry.*

*Section 1 is about the growth and performance of your organisation over the past three years. The section covers 4 main areas as below. In each section describe how well your company has done against performance targets/goals.*

## *Section 1.*

### *a. Financial performance*

Include any information on financial performance against the targets. For example; If the target was to increase revenues by 5% and you achieved 6% tell the judges in your entry. Other examples are improving gross and net profits, capital expenditure, budget management, improving debtors positions. These are a few examples. Please do use others plus examples which are specific to your business.

### *b. People results*

Your answer should focus on people performance against the targets. For example reduction in annual staff turnover, reduction in absenteeism, reduction in accidents,, improvement in productivity levels. ,

### *c. Customer results*

Your answer should focus on customer performance against the targets you have set, for example, increasing customer satisfaction, growing repeat business, improving customer loyalty..

### *d. Society results*

Your answer should focus on the organisation's involvement in the community, for example what actions or processes are in place to help local charities, students & educational institutions, clubs and other community groups. Other relevant performance measures may be facilitation of recycling, reduction & elimination of waste & packaging, ecological impact. Explain what the benefits of involvement in the community are to the organisation.

## *Section 2. Leadership*

Your answer should focus on how leaders of the organisation develop, implement and review mission, vision & culture. How do leaders create management systems, how do they facilitate individual development, communication within the organisation, active personal involvement in staff and customers, stimulation and encouragement of achievement, prioritising, planning & effecting organisational change.

## *Section 3. Policy & Strategy*

Your answer should focus on present & future needs and expectations of stakeholders, how policy & strategy is planned, designed, developed, reviewed and updated, how it is communicated across the organisation. Explain what processes are deployed to deliver the strategy.

## *Section 4. People*

Your answer should focus on human resource plans, training & development plans, career opportunities, equal opportunities, developing skills, appraisals, encouragement & support, sharing best practice & knowledge. Explain how benefits and bonuses recognise & reward individuals.

## *Section 5. Partnerships & Resources*

Your answer should focus on identifying key organisational partnership opportunities in line with policy, strategy and the organisations mission, suppliers, financial resources, how buildings, equipment, materials, technology, information & knowledge are managed. Explain how relationships are developed and improved.

## *Section 6. Processes, Products & Services*

Your answer should focus on how the design, management and improvement of Processes, Products and Services have had an impact on your organisation in order to fully satisfy and generate increased value for customers and other stakeholders. Explain what targets are in place to measure performance.



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*Background Information (there are no points allocated for this question and there is no word score limit)*

Please provide details of your organisation's background history and profile.



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1.) *Business Growth and Performance (400 words allowed for the whole question)*

Excellent organisations plan for, deliver and measure growth in a culture of continuous improvement. How has your company performed against it's targets.. This question has four sections:

a) Financial Performance against targets:

as a minimum please complete the table below

	2008 % Growth	2009 % Growth	2010 % Growth	2011 % Growth	Forecast 2012 % Growth
<i>Turnover</i>					
<i>Increased Gross Profit</i>					
<i>Increased Nett Profit</i>					

b) People Results against targets

c) Customer Results against targets

d) Society Results against targets



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2.) *Leadership (in 200 words)*

Leaders develop the future of their organisations. They develop a culture that delivers sustainable success reinforced by their actions and behaviours. When required leaders are not afraid to change the direction of an organisation and inspire others to follow. **Please give examples of strong leadership that has made a “difference” to your organisation.**

3.) *Policy & Strategy (in 200 words)*

Successful organisations develop and constantly evolve stakeholder and customer focussed strategies that take account of the market and sector within which they operate. Policies, objectives and processes are developed to ensure these strategies are delivered. **Please give examples where development and deployment of clear business Policy & strategy has helped your business to grow.**



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## 4.) People (in 200 words)

People are an organisations key asset. High performing organisations manage, develop and realise the full potential of their people at an individual and team level. They promote fairness and equality and empower their people with the ability to deliver whilst demonstrating a clear commitment to develop the skills and knowledge of their staff for the benefit of the organisation. **Please give examples of your commitment to developing people within your organisation.**

## 5.) Partnership and Resources (in 200 words)

No organisation is an “island” and in all cases success is dependent on how external partnerships, suppliers and internal resources are managed. The manner in which such partnerships are developed to ensure the current and future success of an organisation is a key attribute of business success. **Please give some examples of how Partnership Working and Resource Management has successfully impacted your business.**



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6.) *Processes, Products & Services (in 200 words)*

Excellent organisations design, manage and improve Processes, Products and Services to generate increasing value for customers and other stakeholders. The design, development and continuous improvement of processes, products and services are critical to the success of an organisation. **Please give examples of how good Process and Product & Service Design improvement has benefited your organisation.**



1. The Jersey Enterprise Awards Business Awards are open to Jersey based companies, organisations and charities.
2. A company can only submit one application for the Business awards, but can submit an application for the other award categories.
3. Judging will be strictly on the demonstrated performance of the company against the criteria outlined below for each question.
4. The judge's decision will be final.
5. The closing date for receipt of entries is 5pm on Thursday 24th November 2011.
6. Six hard copies of the entry must be handed in to the Jersey enterprise office at Jubilee Wharf by 5pm on the 24th November 2011.
7. Entrants agree that their company name and/or logo may be used in any Jersey Enterprise Awards marketing or promotional activity.

*All entries will be treated in the strictest confidence by the independent judging panel.  
The closing date for entries is strictly 5pm on Thursday 24th November 2011.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position within the company: \_\_\_\_\_

**All applications should be provided in hard copy form and handed in or posted to:**

*Jersey Enterprise  
Jubilee Wharf  
St. Helier  
Jersey  
JE1 1BB*

**For further information, advice or guidance please contact Jersey Enterprise on 448140.**

